

Social Media Guidelines for Staff
2010-2011
Live Honorably. Act Humbly. Model Dignity.

In my class, I'd like to use...	Such as...	Be sure to...	Notify Campus ITS	Permission from your supervisor	Notify parents?
Web 2.0 site (these are sites that are free online, but require students to log in with a unique username and password)	Spelling City, Animoto, Wikispaces, Blogs, Vocaroo, Glogster, etc.	Use the district-provided email address for students: login@k12ahisd.net	√		√
Social Networking (be sure <i>you</i> are willing to see a student's page**See sample info for parents)	Facebook, MySpace, etc.	Use a professional page or fan page. Do not combine personal and professional if you are including students.	√	√	√
One-way communication	Twitter	Be brief and professional	√	√	√
Text with students. (Be sure to communicate your phone number to parents first. Eliminate any assumptions!)	Cell phone texting for class work, polling, or communication	Be brief and professional. Understand that some students may not have texting, or it may cost them per text message.	√	√	√
Use student cell phones	Looking up data or calling experts for research.	Get parent permission because students may be charged by the minute, text, or for data downloads	√	√	√
Use students' personal electronic devices	iPod Touch, iPad, laptop on the school network.	Encourage students to share – allow those without to look on with them. Elementary teachers may notify parents as to intent.			√

Social Media Guidelines for Staff
2010-2011
Live Honorably. Act Humbly. Model Dignity.

In my class, I'd like to use...	Such as...	Be sure to...	Notify Campus ITS	Permission from your supervisor	Notify parents?
Collaborative online tools	GoogleDocs	For Google, use the AHISD GoogleApps for Education.			
Internet two-way video chat	Skype, iChat, DimDim, Adobe Connect	Contact Technology Department for network configuration – give at least 1 week notice.	√		
Media Streaming	YouTube, DiscoveryEducation Streaming	Be selective – DE is on our servers (good!), YouTube uses Internet bandwidth.			
Student Email	GoogleApps for Education	Use the addresses that AHISD is providing for students. login@k12ahisd.net	√		√
Audio and/or video of students posted online	Podcasting	Check that the student has returned the Student Media Release Form signed from parents	√		√
Student responses posted online	Blogs, wikis	Check that the student has returned the Student Media Release Form signed from parents	√		√
Online learning management tool	Moodle	Check that the student has returned the Student Media Release Form signed from parents	√		√

Social Media Guidelines for Staff
2010-2011
Live Honorably. Act Humbly. Model Dignity.

Other professional considerations:

****Classroom/School FaceBook (social media site):**

- A letter must be sent home to parents with an instructional justification for hosting a classroom or school FaceBook page. The letter needs to say that the purpose of this tool is to serve as an extension of the classroom and is subject to the rules outlined in the Code of Conduct. Inappropriate content, photos, comments, language, etc. will not be tolerated.
- Teachers, be aware that if you see a student posting photos that show illegal activity (minor consuming alcohol or drugs), you are then obligated to report this activity. Since you are using this site as an extension of the classroom, this constitutes a disruption to the educational process and is inappropriate. You may ask the student to remove the picture, and you may “unfriend” the student.

Be sure the students’ **Acceptable Use Policy** has been signed before allowing access to the technology in school.

Be sure the students’ **Media Release Form** has been signed allowing pictures, student work, and participation in online activities like wikis, podcasts and blogs.

Personal Cell phone:

- Do not receive or make personal phone calls during instructional time.
- Do not send or read personal texts messages during instructional time.
- Keep cell phone on silent or off during instructional time and during professional meetings.

Personal Social Networking Sites:

- Be sure to set all privacy settings (page, photos, etc.) to friends only
- Be intentional about what appears on your FaceBook page (unfriend, if necessary)
- Do not “friend” students on a personal page
- Do not post pictures of students or information about students on your personal page

Personal communication with students:

- Using cell phones: be sure parents know that you are communicating with students and why this is necessary
- Email: use the district-provided email systems (FirstClass and Google for students: 12ahisd.net)